



Finance and Administration Cabinet

Executive Order 2008-011

Request Form

Requesting Department: 625 Department Of Highways **Record Date:** 2012-03-28

Requestor ID: JJN0026 **Requestor Name:** NANCY ALBRIGHT

Short Description: COT Employees Assist KYTC Snow Removal Operations - FY13&14 **Requestor Phone Number:** 502-564-4556

Type of Request: MEMORANDUM OF AGREEMENT (MOA) **New or Expanded?** No

Procurement Method: Order From Existing Contract **Cost:** 100,000.00 **Estimate/Actual?** Estimate

Is this Item a Replacement? No **If so, Asset Tag#:**

What will happen to the replaced item?

What Document is Requested? Blanket Waiver

If on Contract, Give Contract #: PON2 605 1*1556

Vendor (if any): VC0000170750

Purpose and Justification:

KYTC request blanket waiver approval for all purchases and contract renewal through an MOA with COT to provide employees to assist various KYTC locations with snow and ice removal operations. Due to reductions in staffing many KYTC locations do not have the personnel to staff operations around the clock during emergency situations. Under the MOA, COT employees assist in such operations with KYTC reimbursing COT for the expenses incurred relative to employee costs. COT shall provide KYTC an invoice for charges which will be interagency accounted and paid from FE01 funds. This request is for the period July 1, 2012 - June 30, 2014.

Funding Source: Road

Program Code:

If Federal, Give CFDA#:

Percentage of Each Funding 100% FE01 Snow Acct.

FAC approval of a Request Form means the review required by the Executive Order has been completed, and the items or services have been authorized to begin the procurement process. Agencies must procure these items or services according to procurement policies and procedures, administrative regulations, and statutes. Special authority requests, delegations and other specific methods of procurement are not approved through this review- identifying the procurement method is for the Committee's information only. Follow normal request procedures to obtain approval for specific methods of procurement. Funding source must be in accordance to GOPM policies, regulations and statutes.

I certify by submitting this form electronically, that an original, signed by the Cabinet Secretary or authorized agency head, is maintained at the agency level. If the agency head applies an electronic approval it is not necessary to maintain the signed original on file. In addition, the agency has considered the guidance provided by Personnel Cabinet regarding the distinction between an employee and an independent contractor before making this request, where applicable.

This request approved by:

Cabinet Secretary or Authorized Agency Head

For Agency Use: